

SAMPLE FAMILY READINESS PLAN—UNIT LEVEL

Purpose

To ensure that:

- # unit soldier/family readiness structure and functions are in place and effective,
- # all unit soldiers and their families are prepared,
- # all essential post resources are accessible by unit families for deployments, and
- # all command family readiness goals are met.

References

- # AR 600-20, *Army Command Policy*, Management of Family Readiness Groups
- # AR 608-1, *Army Community Service Centers*
- # DA PAM 608-47, *A Guide to Establishing Family [Readiness] Groups*
- # *The New Army Family Readiness Handbook*, Operation READY curriculum
- # Installation Family Readiness Guide
- # Installation Mobilization Readiness Plan _____ (date), Annex _____, Family Assistance Center
- # Installation Regs and MOIs (newsletters, fundraisers, etc.)
- # Battalion and brigade Family Readiness Plans
- # Unit/Soldier/Family Readiness Smart Book
- # *Soldier/Family Deployment Survival Handbook*
- # USARC Regulation 608-1, *Family Readiness Handbook*, August 2000

Key Tasks

1. Review family readiness plans two levels up.
2. Review existing unit family readiness plan (if any).
3. Review past command or IG inspection reports and action plans.
4. Set up and conduct key leader (command and FRG) briefings with FRG advisory committee (battalion) and ACS Mob/Dep.
5. Commander and FRG leader draft or update unit family readiness goals.
6. Establish FRG or, for existing FRG, assess its effectiveness.
7. Train all soldiers, volunteers, and families (see below).
8. Organize FRG structure and functional areas.
9. Plan and conduct FRG meetings and outings.

10. Foster diversity and inclusiveness.
11. Train key soldier and spouse leaders; train all FRG members in:
 - a. Operation READY training (mobilization and deployment readiness), and
 - b. Army Family Team Building.
12. Ensure that RDO/NCOs and CFSNCOs (if assigned) are trained and certified.
13. Train all soldiers and spouses in soldier/family readiness.
14. Arrange special FRG training (food safety, childcare, FRG treasurer).
15. Arrange FRG training on dealing with separation, reunion, etc.
16. Contact key post service organizations for training, briefings, and resources.
17. Prepare/update Family Readiness Smart Book.
18. Conduct Soldier Readiness Processing (SRPs).
19. Ensure that all single and dual soldier parents have current Family Care Plans.
20. Plan and conduct predeployment briefings (Mob/Dep, chaplain, Red Cross, SJA, FRL, etc.)
See sample predeployment briefing on page 22.

Assess unit FRG effectiveness.